

Step 4: Complete Health Form

1. Complete the Health Form.
2. Click [Continue].



Step 5: Add Club and Projects

1. Select your club from the drop down menu.
2. Click [Add Club] and ensure the club appears in the Club List.

3. Click [Continue].
4. Under “Select a Project,” click the drop down menu and scroll to select a project.
5. Click [Add Project] and ensure the project appears in the Project List.

Add all desired projects.

6. Click [Continue] when done adding projects.

Step 6: Add Groups & Submit

1. Add Groups that indicate the youth’s commitment to 4-H this year if applicable.

2. When the youth’s online enrollment has been completed, click [Submit Enrollment].

This will submit the member’s enrollment for local Extension staff to review and accept.

Repeat Steps 2 through 6 for each member in the family you wish to reenroll.

Parents do not need to be added as individual family members unless serving as a volunteer.



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Department of Agriculture Cooperating, John D. Floros, Director.
July 2015



JOIN THE CLUB

USING THE 4H ONLINE ENROLLMENT SYSTEM



Dear 4-H Family,

Kansas 4-H enrollment is online! With 4HOnline, families will be able to manage their 4-H enrollments using a web-based system instead of paper forms.

What is 4HOnline?

4HOnline is a secure online database that manages enrollment information for 4-H members and volunteers. All you need is a computer with internet access and a valid email address. The system works best with Firefox or Chrome web browsers.

Why is Kansas 4-H using 4HOnline?

4HOnline brings the 4-H community together and encourages involvement. Families can ensure their 4-H records are accurate; leaders can help manage 4-H clubs; and the local Extension office can focus on providing information and quality 4-H experiences for youth.

How does 4HOnline affect my Family?

Each family will need to complete their annual 4-H enrollment using the 4HOnline system. The local Extension office will then review and accept each member's enrollment.

When can I begin this process?

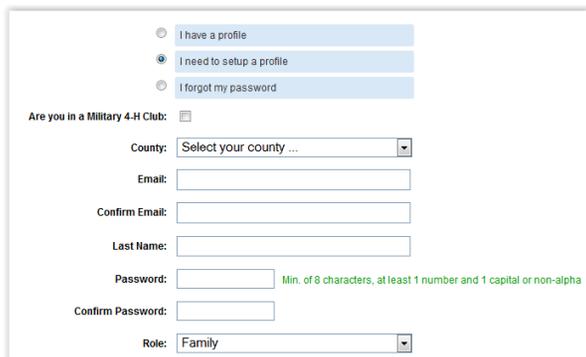
Kansas 4-H Enrollment begins October 1 for the upcoming 4-H year. Check with you local Extension office for more information.

Getting started in 4HOnline

Kansas 4HOnline is located at <https://ks.4honline.com>

Step 1: Create a Family Profile

1. Click [I need to set up a profile] button.
2. Select your 4-H county, then type in your family email address in both email fields.
3. Enter your family/household Last Name. (This is the name that will appear on mailings.)
4. Create your password. (Must include letters and at least one number/symbol and be a minimum of 8 characters.)

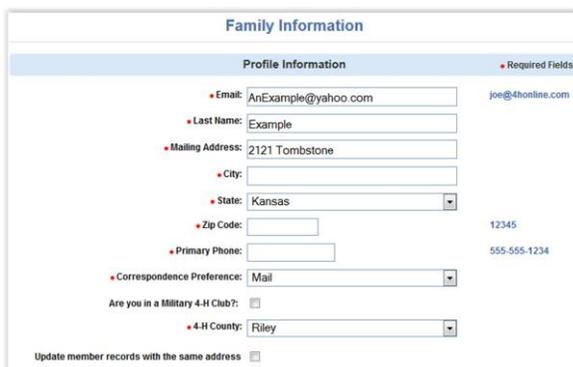


The screenshot shows the 'Create a Family Profile' form. It includes radio buttons for 'I have a profile', 'I need to setup a profile' (selected), and 'I forgot my password'. There is a checkbox for 'Are you in a Military 4-H Club?'. Below are fields for 'County' (a dropdown menu), 'Email', 'Confirm Email', 'Last Name', 'Password' (with a note: 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'), 'Confirm Password', and 'Role' (a dropdown menu set to 'Family').

5. Click Create Login.

*Your email address and password serve as your login.
Be sure to keep this information for future use.*

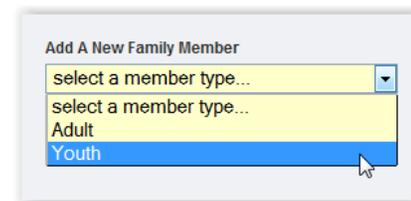
6. Complete the Family Information page.



The screenshot shows the 'Family Information' form. It has a title 'Family Information' and a sub-section 'Profile Information' with a 'Required Fields' indicator. Fields include: 'Email' (AnExample@yahoo.com), 'Last Name' (Example), 'Mailing Address' (2121 Tombstone), 'City', 'State' (Kansas), 'Zip Code' (12345), 'Primary Phone' (555-555-1234), 'Correspondence Preference' (Mail), 'Are you in a Military 4-H Club?' (checkbox), and '4-H County' (Riley). There is also a checkbox for 'Update member records with the same address'.

Step 2: Add Youth to Family

7. Click [Continue] at the bottom of the page.
You do not need to enter or update your password.



The screenshot shows a dropdown menu titled 'Add A New Family Member'. The menu is open, showing options: 'select a member type...', 'select a member type...', 'Adult', and 'Youth' (which is highlighted in blue).

1. Click the drop down box under [Add a New Family Member], then select [Youth].
2. Click [Add Member] to begin youth creation.
3. Enter personal information for that specific youth.
4. Click [Continue] at the bottom.

Step 3: Complete Additional Info



The screenshot shows the 'Additional Information' form. It has a progress bar at the top with three steps: 'Personal Information', 'Additional Information' (current step), and 'Participate'. Below the progress bar is the title 'Additional Information' and a sub-section 'Section 1 - Publicity Release'. The text reads: 'I authorize K-State Research and Extension and Kansas 4-H Foundation on my child's image or voice for use in research, educational and promotional audio, video and image recordings are the property of K-State Research a Foundation.'

Both parent or guardian and youth must be present to complete the youth's Additional Information page. Electronic signatures are required and are the legal equivalent of manual signatures.

6. Click [Continue] when complete.